

CONTRACT POSITION: NWC Metal Arts Instructor**INFORMATION**

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| Department: | Art |
| Location of Work: | Southeast Alaska |
| Application Deadline: | Applications will be accepted and processed on a rolling basis |

OVERVIEW OF TASK/WORK

Sealaska Heritage Institute (SHI) is seeking an individual to contract as a NWC Metal Arts Instructor. The instructor would be contracted to teach one or more metal art classes in a Southeast Alaskan community. These classes can cover any range of subjects such as engraving, chasing and repousse, jewelry making, and other metal works. These courses will be co-sponsored for 2-3 UAS credits, 37.5-50 hours, and with 12-15 students per class. Generally classes are scheduled to take place in the evenings Monday-Friday and during the day on Saturday-Sunday. Instructors will need to be available for planning and coordination needs throughout the duration of their course(s).

SCOPE OF WORK

1. Instruct NWC Metals course(s), each cosponsored for 2-3 UAS credits for 37.5-50 class hours, with 10-15 students.
2. Provide a complete list of specific class supplies/quantities and equipment and support SHI staff sourcing them ASAP, and no later than 3 weeks prior to the start of class.
3. Work with SHI to become adjunct approved with UAS to instruct co-sponsored classes.
4. Submit a syllabus for each course to SHI staff.
5. Prepare supplies and set up classroom for class.
6. Establish course goals and student learning outcomes.
7. Go over safety procedures with class, have students sign liability and media waivers.
8. Ensure that all tools and materials are accounted for by end of each class.

9. Have students clean up the classroom space at the end of each session and leave the room in the same condition they found it in.
10. Whenever possible, instructors with a class taking place in Juneau on the first Friday of the month will open the class to visitors from the public as part of the recurring Juneau “First Friday” art event.
11. On the last day of each class, have students fill out Post Course surveys.
12. Report to SHI Art Staff as often as deemed necessary.
13. Submit final grades to UAS within 7 days after class ends.

REQUIRED SKILLS

- Effective verbal, written, and interpersonal communication skills.
- Ability to work professionally and respectfully.
- A portfolio to demonstrate NWC Metal Art skills

PROJECT/CONTRACTOR TIMELINE

The contract would be made annually to cover the scope of courses in any given year. Class schedules will be made in collaboration with instructors to fit their schedule availability.

NECESSARY KNOWLEDGE & EXPERIENCE

- Must have experience in NWC Formline Design
- Experience in NWC metal work
- Experience teaching (or similar mentorship experience)

To Apply: Submit an interest form at this link: [Contractor Interest Form](#)

For this contract position, please make sure to include the following information in your application: outline of your experience as it relates to this work, let us know when you are available for this work, a portfolio of artwork, three references from others who have worked with you on projects like this.

If you have any questions regarding this contract position, please contact Katelynn Drake, Art Program Manager - katelynn.drake@sealaska.com

